

Role Description

Reproductive Technician

Cluster/Agency	Planning & Environment
Department/Agency	Office of Environment and Heritage
Division/Branch/Unit	Taronga Conservation Society Australia
Location	Taronga Zoo or Taronga Western Plains Zoo
Classification/Grade/Band	Clerk Grade 3
Kind of Employment	Ongoing
ANZSCO Code	
PCAT Code	
Date of Approval	November 2016
Agency Website	taronga.org.au

Agency overview

The Office of Environment and Heritage (OEH) cares for and protects NSW's environment and heritage, which includes the natural environment, Aboriginal country, culture and heritage, and built heritage. **Taronga Conservation Society Australia (Taronga)** forms part of the OEH. Taronga's vision is to create a shared future for wildlife and people. Through our efforts we protect endangered species, increase understanding of wildlife and inspire community action.

Primary purpose of the role

The Reproductive Technician provides support to both the Reproductive Biologist and the Conservation Biologist at Taronga Western Plains Zoo by establishing experimental design; requesting, accepting, logging and preparing samples; conducting assays; entering, analysing and interpreting data; producing reports and providing administrative support.

Key accountabilities

- Work with Wildlife Operations and Welfare, Conservation and Science staff to facilitate and generate projects that will inform management decisions.
- Stay abreast of new literature to facilitate projects that align with the team's current research priorities.
- Work with Reproductive and Conservation Biologists to prioritise projects to be undertaken. Train and supervise volunteers, interns and students completing projects.
- Write up results of research projects in internal reports with recommendations and assist in preparing academic articles.
- Ensure laboratory equipment and infrastructure is regularly and properly serviced and maintained. Maintain clean, safe and functional laboratory. Keep informed of new technologies and procedures.
- Comply with Taronga's Customer Service Charter and suggest initiatives for further improvement to ensure industry leading standards are maintained.
- Comply with and suggest sustainability practices in the workplace to help achieve Taronga's sustainability targets and reduce environmental impact.
- Comply with and report any Work, Health and Safety incidents in line with Taronga's Work, Health and Safety Charter.

Key challenges

- Meeting the needs of the Life Sciences management with respect to welfare assessment and reproductive management
- Balancing the publishable work in high impact journals as well as engaging end users to ensure that research results are implemented
- Managing a rotating pool of volunteers, interns and students and ensuring that all required skills are sufficiently maintained

Key relationships

Who	Why
Internal	
Reproductive and Conservation Biologist	Receives guidance from and works with to provide regular updates on workload, issues and projects
Team (including peers, volunteers and students)	Shares responsibility for tasks, offers measured professional opinions, exchanges ideas, provides advice when required
External	
Zoo Guests	Provided information learning experiences and excellent customer service
Community	Represents Taronga's brand a values positively and carries out community conservation initiatives
Other zoo's and related industries	Consults, liaises, collaborates and seeks positive outcomes for conservation, sustainability and Taronga
Committees	Chairs, participates in and attends external committees as required and with the permission of the relevant manager.

Role dimensions

Decision making

This role is empowered to make decisions within standard operating procedures and Taronga policies and procedures. Decisions outside of this scope are to be escalated to the Head of Research and Conservation.

This role is expected to follow management instructions and uphold Taronga's Code of Conduct, Policies, Procedures, Charters (WHS, Customer Service & Animal Welfare) and Environmental Sustainability endeavours.

Take reasonable care for own safety and ensure own conduct does not adversely affect the health and safety of others.

Project a positive company image, work constructively as a Taronga team member, and report Taronga Compliance breaches.

Reporting line

This role reports to the Reproductive Biologist.

Direct reports

This role does not have any direct reports but is expected to provide support and assistance to volunteers, interns and students as required.

Budget/Expenditure

The position has no delegated financial sign off authority

Essential requirements





- Science Degree
- Wide range of laboratory expertise
- Advanced knowledge of conducting and interpreting hormone assays
- Good track record of assisting with implementation of research results and stakeholder management
- Obtain and maintain a current volunteer NSW Working with Children Check at own expense.

Capabilities for the role

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available at www.psc.nsw.gov.au/capabilityframework

Capability summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

Capability Group	Capability Name	Level
 Personal Attributes	Display Resilience and Courage	Intermediate
	Act with Integrity	Intermediate
	Manage Self	Intermediate
	Value Diversity	Foundational
 Relationships	Communicate Effectively	Intermediate
	Commit to Customer Service	Intermediate
	Work Collaboratively	Intermediate
	Influence and Negotiate	Intermediate
 Results	Deliver Results	Intermediate
	Plan and Prioritise	Intermediate
	Think and Solve Problems	Foundational
	Demonstrate Accountability	Intermediate
 Business Enablers	Finance	Foundational
	Technology	Foundational
	Procurement and Contract Management	Foundational
	Project Management	Foundational

Focus capabilities

The focus capabilities for the role are the capabilities in which occupants must demonstrate immediate competence. The behavioural indicators provide examples of the types of behaviours that would be expected at that level and should be reviewed in conjunction with the role's key accountabilities.

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Intermediate	<ul style="list-style-type: none"> • Adapt existing skills to new situations • Show commitment to achieving work goals • Show awareness of own strengths and areas for growth and develop and apply new skills • Seek feedback from colleagues and stakeholders • Maintain own motivation when tasks become difficult
Relationships Communicate Effectively	Intermediate	<ul style="list-style-type: none"> • Focus on key points and speak in 'Plain English' • Clearly explain and present ideas and arguments • Listen to others when they are speaking and ask appropriate, respectful questions • Monitor own and others' non-verbal cues and adapt where necessary • Prepare written material that is well structured and easy to follow by the intended audience • Communicate routine technical information clearly
Relationships Work Collaboratively	Intermediate	<ul style="list-style-type: none"> • Build a supportive and co-operative team environment • Share information and learning across teams • Acknowledge outcomes which were achieved by effective collaboration • Engage other teams/units to share information and solve issues and problems jointly • Support others in challenging situations
Results Deliver Results	Intermediate	<ul style="list-style-type: none"> • Complete work tasks to agreed budgets, timeframes and standards • Take the initiative to progress and deliver own and team/unit work • Contribute to allocation of responsibilities and resources to ensure achievement of team/unit goals • Seek and apply specialist advice when required
Business Enablers Project Management	Foundational	<ul style="list-style-type: none"> • Plan and deliver tasks in line with agreed schedules • Check progress against schedules, and seek help to overcome barriers • Participate in planning and provide feedback about improvements to schedules